

Using the Third Party Liability Screens

THPL – Third Party Liability

To Enter Current Insurance Information on THPL:

- Information must only be entered on the THPL screen if one or more members currently have other insurance coverage.
- Medicare coverage is NOT entered on THPL, because TEAMS has separate processes for interfacing that information from SSA.
- Remember, the participant is responsible for completely filling out the HCS-449 form. Information provided on the front of the form is entered on the THPL and/or TPLR screens.

Step	Action
1.	When the THPL screen appears in the screenflow, determine whether you have received a completed HCS-449 form, “Health Insurance Premium Payment Referral,” from the client.
2.	<p>If the client has completed the HCS-449 form, enter ALL of the following:</p> <ul style="list-style-type: none"> • Comp # (Insurance Company code number; obtain from the TPL Carrier Code Listing in the Virtual Pavilion Worker’s Toolbox) • Policy # (The subscriber number of the person who “owns” the insurance policy) • Group/Cert # (the employee group number or certification number of the policy) • Subscriber’s Name (Last, First, and middle initial of the person who owns the policy) • Subscriber’s SSN • The POA number of all household members who are covered under this policy • The Start Date of the insurance (if not known, enter the Medicaid start date) • The End Date (Enter 999999 if the insurance is ongoing. If it is known that the coverage will be ending, enter the actual end date.) • Relationship to Subscriber (see Online Help for codes)
3.	<p>Press Enter if finished, or:</p> <ul style="list-style-type: none"> • If there are more covered members, type Y in the More Clients field and press Enter. • If there are more insurance policies for this household, type Y in the Add Policy field and press Enter.
4.	<p>Proceed to the TPLR procedure below if this insurance is eligible for a Premium Payment Referral (per policy).</p> <ul style="list-style-type: none"> • NOTE: If this coverage is provided by an absent parent, skip to Step 9 of the TPLR procedure (Page 4).

To correct an error made while entering a policy on THPL:

- This procedure can be used, for example, if you have typed the wrong family members on THPL. However, it can only be done on the same day the insurance information was entered, because it is interfaced to ACS (formerly Consultec) overnight.

Step	Action
1.	<p>‘Next’ to THPL, and access the policy that was just entered.</p> <ul style="list-style-type: none">• THPL allows entry of up to 10 policies; if more than one exists, use F7 and F8 to scroll through the policies.
2.	<p>Do ONE of the following, depending on the type of error. (Remember, this must be done on the same day it was entered.)</p> <ul style="list-style-type: none">• If the error was made in the top section of the screen (Company code, Policy No., etc.), simply correct the data in the field and press Enter.• If the wrong Start or End date was entered in the center section, correct the date and press Enter.• If the wrong POA numbers were entered for family members, you must use the End key to erase all data from all fields on the screen. When Enter is pressed, this message will display: “TPL has been deleted – Enter new data to continue.” The system will hold an “empty” TPL record until the corrected data is added. Re-enter the correct information, using the procedure on Page 1.

To update or remove THPL information later:

- You must call ACS (443-1365) for any changes. THPL information cannot be changed by the worker or by the DPHHS TPL Unit.
- Changes might include:
 - Updates for existing policies on THPL (covered members, etc.);
 - End dates for coverage that has ceased.

Note: ACS may require a written request, depending on the nature of the change.

TPLR – Third Party Liability Referral

To enter a Premium Payment Referral on TPLR:

- **You must have a completed HCS-449 form to send a referral.** The information from the front of the form is entered on the TPLR screen.
- The TPLR screen **must** be completed, as the TPL Unit **cannot** accept paper referrals.
- **The back of the HCS-449 form must be faxed to the TPL Unit** (see Step 11). The health information is necessary to evaluate cost effectiveness, but is not entered on the system.
- Referrals should be done even if the insurance isn't yet in force. This is most common when a client starts a new job and there is a waiting period before group insurance takes effect.

Step	Action
1.	<p>Access the TPLR screen. This is done in one of three ways:</p> <ol style="list-style-type: none"> 1) When an insurance policy is entered on THPL, the TPLR screen will appear automatically after pressing Enter (unless the TPL Carrier Code indicates it is not eligible for referral*). 2) When new income is entered on EAIN and a Y is entered in the Premium Payment Referral field, the TPLR screen will appear after THPL even if <u>no</u> policy is entered. (This is common when a client has started a new job but is not yet eligible for group insurance.) 3) If neither (1) or (2) applies, you may 'Next' directly to TPLR from the SYSE menu. <p><i>* Note: If the insurance is paid by an absent parent, you must access the TPLR screen to indicate this, even though a referral is not appropriate per policy. See "Exceptions" in Step 3.</i></p>
2.	<p>Mark Y or N in the field labeled "Can Client/Children be Enrolled Now?"</p> <ul style="list-style-type: none"> • This indicates whether the plan would allow any non-covered members to enroll.
3.	<p>For employer-sponsored group policies, enter <u>complete</u> Employer and Employee information. EXCEPTIONS:</p> <ul style="list-style-type: none"> • If this is an Individual (or "private") insurance policy, skip to Step 4. • If this insurance is provided by an absent parent, skip to Step 9.
4.	Enter the name, SSN, phone number, and address of the person who owns the policy.
5.	Under Policy Type , type an X next to ONE option to indicate the type of coverage.
6.	<p>Under Policy Status, type an X next to ONE option as follows:</p> <ul style="list-style-type: none"> • If the person is currently enrolled <u>and</u> the coverage is ongoing, mark "Current Policy." • If the insurance will end or has ended, use the 2nd or 3rd option as appropriate, and include the termination date of the coverage. • If the person is <u>not</u> currently enrolled but his/her employer has a group plan, mark "Insurance Available Through Employer."

7.	Under Premiums Are Paid , mark all options that apply.
8.	Under Deductible Information , enter the individual and family deductible amounts; Then enter the monthly premium amount paid by the policyholder for the coverage.
9.	At the bottom of the TPLR screen, enter Y or N to indicate whether this insurance is provided by an absent parent. <ul style="list-style-type: none"> If Y, indicate if coverage is current by typing Y, N, or U (Unknown) in the last field.
10.	Press Enter to establish the referral. <ul style="list-style-type: none"> TEAMS will return to the THPL screen. The referral will be sent overnight to the TPL Unit via the HIPPS system; after that date, the screen cannot be changed.
11.	On the same day that you complete the TPLR screen, fax the back side of the HCS-449 form to the TPL Unit at 1-800-457-1978 . Remember: <ul style="list-style-type: none"> Use a fax cover sheet that includes the case name, case number, and any helpful information (for example, if any fields on TPLR were left blank, explain why). If the health information is not faxed when the electronic referral is done, the referral process will be delayed.

To Modify or Delete a Premium Payment Referral (ONLY on the same day it was entered):

Step	Action
1.	Access the referral using the appropriate method below: <ul style="list-style-type: none"> If you entered a current policy on THPL and then entered a premium payment referral for it, 'Next' to the THPL screen first (if needed, press F7/F8 to access the correct page of THPL). Then type Y in the "Modify Premium Payment Referral?" field; press Enter. If you did <u>not</u> enter a policy on THPL because members were not yet enrolled, 'Next' directly to the TPLR screen.
2.	Once the referral is displayed on TPLR, you can either delete or modify it as follows: <ul style="list-style-type: none"> To completely delete the referral, type Y in the "Delete Referral?" field and press Enter. A message will appear asking you to confirm the deletion; press Enter. To modify information on TPLR, type N in the "Delete Referral?" field and press Enter. Then make corrections as necessary, and press Enter.

To Check on the Status of a Referral:

- Call the TPL Unit at **1-800-694-3084**. Caseloads are broken down by clients' last names:
A – H: Lynn I – L: Lana M – Z: Julie